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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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August 30, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
CHARTER OAK PARK GENERAL IMPROVEMENTS PROJECT
APPROVE CAPITAL PROJECT AND PROJECT BUDGET
SPECS. 7149; CAPITAL PROJECT NO. 86456; AND
ADOPT YOUTH EMPLOYMENT PLAN
(FIFTH DISTRICT) (3 VOTES)**

SUBJECT

The recommended actions will find the Charter Oak Park General Improvements Project is exempt from the California Environmental Quality Act; approve the Project and Project budget of \$764,267; authorize the Department of Public Works to deliver the Project; and adopt the Youth Employment Plan.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed Charter Oak Park General Improvements Project is categorically exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve the Charter Oak Park General Improvements Project, Capital Project No. 86456, with a total Project budget of \$764,267.
3. Authorize the Director of Public Works to deliver the Project.
4. Adopt the Youth Employment Plan as required by the County of Los Angeles Regional Park and Open Space District's Procedural Guide.

"To Enrich Lives Through Effective And Caring Service"

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Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that the Charter Oak Park General Improvements Project (Project) is exempt from the California Environmental Quality Act (CEQA), establish the Project, and authorize the Department of Public Works (Public Works) to deliver the Project.

The proposed Project will include renovation of the existing community building restroom facilities and restriping of a portion of the existing parking lot to comply with current Americans with Disabilities Act (ADA) standards, roof repairs to the community building, and reconstruction of the basketball courts at Charter Oak Park located at 20261 East Covina Boulevard in the unincorporated area of Covina.

The proposed Project will be administered by Public Works using in-house staff for design and a Job Order Contract (JOC) for construction of the improvements.

Approval of the Youth Employment Plan (Attachment B) is required to comply with the County of Los Angeles Regional Park and Open Space District's (District) Youth Employment Policy. At-Risk Youth will be utilized for general maintenance and servicing, including grounds maintenance and programming, whenever feasible.

Green Building/Sustainable Design Program

The proposed Project will support your Board's Sustainable Design Program by incorporating a vegetative swale to capture, percolate, and filter stormwater runoff from the reconstructed basketball court; and installation of waterless urinals and low flow toilets in the renovated restroom facilities to increase on-site water conservation.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1); Children, Family, and Adult Well-Being (Goal 2); and Community and Municipal Services (Goal 3), by investing in public infrastructure that will enhance recreational opportunities for County residents.

FISCAL IMPACT/FINANCING

The total Project cost, including plans and specifications, plan check, construction, change orders, consultant services, civic art, miscellaneous expenditures, and County services, is currently estimated at \$764,267. The Project Schedule and Budget Summary are included in Attachment A.

The proposed Project is funded with \$644,267 in Specified funds allocated pursuant to the Los Angeles County Safe Neighborhood Parks Proposition of 1996 (Proposition A); and \$120,000 of Utility Users Tax funding allocated to the Fifth Supervisorial District.

Sufficient appropriation is available in the Fiscal Year 2011-12 Capital Projects/ Refurbishment Budget under Capital Project No. 86456 to fully fund the proposed Project.

Operating Budget Impact

The Department of Parks and Recreation does not anticipate any one-time, start-up, or ongoing costs resulting from the proposed Project. The proposed Project provisions have maintenance requirements that will be fulfilled with existing park staff and resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 26, 1997, your Board acting as the governing body of the District adopted the Youth Employment Policy for projects funded by Proposition A. The District requires that a Youth Employment Plan for each Proposition A funded project be adopted by the governing body of the grantee at a duly noticed public meeting. Approval of the Youth Employment Plan (Attachment B) for the proposed Project will comply with the District's policy.

Pursuant to your Board's Civic Arts Policy adopted on December 4, 2004, as amended, the Project Budget includes 1 percent of design and construction costs to be allocated to the Civic Arts fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The proposed Project, to renovate the parking lot and community building restroom facilities, as well as complete roof repairs, demolition, and reconstruction of the basketball courts at Charter Oak Park, is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a), (d), and (l), and 15302 of the State CEQA Guidelines, and Classes 1(c), (d), and (h), and Class 2(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project involves repair, renovation, and minor alterations of existing park facilities with negligible or no expansion of an existing use; and demolition and reconstruction of existing park facilities with new facilities of substantially the same size, purpose, and capacity. There are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records.

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Upon your Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

Design of the proposed improvements will be completed by Public Works' in-house staff and as-needed consultants. Renovation of the facilities will be accomplished using a Board approved JOC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects. The basketball courts and community building restroom facilities will be closed during renovation of the facilities. However, temporary restroom facilities will be provided for use by the general public during construction.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Department of Parks and Recreation; and the Department of Public Works, Project Management Division I.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
SW:VM:zu

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Parks and Recreation
Public Works

August 30, 2011

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
CHARTER OAK PARK GENERAL IMPROVEMENTS PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET
APPROVE YOUTH EMPLOYMENT PLAN
SPECS. 7149; CAPITAL PROJECT NO. 86456**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	11/30/11
Jurisdictional Approvals	02/09/12
Construction Start	03/12/12
Substantial Completion	06/29/12
Final Acceptance	07/31/12

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 0
Job Order Contract	410,000
Change Orders	91,704
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Misc. Expense (Gordian Fees)	7,400
Telecomm Equip – Affixed to Building	0
Civic Arts	4,700
Subtotal	\$513,804
Programming/Development (Parks & Recreation expenditures)	\$ 51,653
Plans and Specifications*	\$ 52,800
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	6,000
Geotech/Soils Report, Soils Testing, and Inspection	9,000
Material Testing	0
Cost Estimating	3,200
Topographic Surveys	8,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Subtotal	\$ 26,200
Miscellaneous Expenditures	\$ 500
Jurisdictional Review/Plan Check/Permit	\$ 5,000
County Services	
Code Compliance and Quality Control Inspection	\$ 28,600
Design Review	0
Design Services	0
Contract Administration	7,000
Project Management	63,360
Project Management Support Services	0
Consultant Contract Recovery	3,450
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	7,900
Office of Affirmative Action	4,000
County Counsel	0
Other: Support Services	0
Other: Mapping and Property Management Division	0
Other: Land Development	0
Subtotal	\$114,310
TOTAL	\$764,267

*Plans and specifications to be prepared by Public Works' in-house staff and as-needed consultants.

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ATTACHMENT B

DEPARTMENT OF PARKS AND RECREATION: CHARTER OAK PARK GENERAL IMPROVEMENTS PROJECT CAPITAL PROJECT NO. 86456; GRANT NO. 0880-94-0049

YOUTH EMPLOYMENT PLAN

BACKGROUND (Scope of Work)

The proposed project will include renovation of the existing parking lot and community building restroom facilities to comply with current Americans with Disabilities Act standards, roof repairs to the community building, and reconstruction of the basketball courts at Charter Oak Park located at 20261 East Covina Boulevard in the unincorporated area of Covina.

Tasks That may be Performed by At-Risk Youth

The Department of Parks and Recreation (Department) will utilize youth for general maintenance and servicing, including grounds maintenance and programming whenever feasible.

Estimated Cost of Youth Employment

The Department has a youth employment budget and employs youth whenever feasible. The cost of using youth is flexible and dependent upon the services needed.

Method of Youth Employment

The Department employs youth to work in various areas of the Department through its Youth Enhancing Parks Program. This program allows the Department to recruit youth to work on projects based on their training, experience, and physical class. In addition, the Department requires contractors to make a good faith effort to employ at-risk youth from the community in which the project is being constructed.

Youth Employment Goal:

The Youth Employment Goal for the County of Los Angeles was \$15,739,507.43. As of July 2011, the Youth Employment Goal amount for the County exceeds \$18.8 million.